JOB DESCRIPTION – Public Works Maintenance Personnel – General Worker

Job Title	**PUBLIC WORKS MAINTENANCE – GENERAL WORKER**
Department	**PUBLIC WORKS**
Immediate Supervisor	**PUBLIC WORKS SUPERVISOR**
FLSA Designation	**NON-EXEMPT**
PAY GRADE	**BASE GRADE STEPS 1 - 5**
EFFECTIVE DATE	**August 12, 2025**
COUNCIL APPROVAL DATE	**August 12, 2025**

GENERAL:

Responsibilities include assisting in construction operations and maintenance of public works programs and activities. Manual labor and heavy equipment operation involved. Experience and knowledge in general automotive/diesel mechanics is desirable. Be on-call on selected weekends and must live within 30 minutes from the city limits. Some computer experience is required.

This position may work in several different departments as assigned with varying tasks or duties.

JOB REQUIREMENTS:

- Must Pass Pre-Employment Drug Test
- High School Diploma or Equivalent
- Understand, read and write English
- Have basic math skills
- Listen, Learn & Willingness to attain certifications as required
- Work closely with other staff and departments
- Have significant dexterity of senses to complete tasks and duties safely

WORKING CONDITIONS:

- Must be able to lift at least 50 pounds safely
- May be required to stoop, bend, lift, walk, sit or stand
- May work in inclement climate, including extreme cold and extreme heat
- May work indoors or outdoors for extended periods of time
- May require data entry into a computer
- May require on site and off-site learning
- May be required to travel

EMPLOYEE GRADING EXAMPLE:

Grade 0 Employee = No experience and no certifications
Grade 1 Employee = Pool Certification
Grade 2 Employee = Pool Certification + CDL
Grade 3 Employee = Pool Certification + CDL+ at least ONE Water or Sewer certification
Grade 4 Employee = Grade 3 Employee + at least TWO water or sewer certifications
Grade 5 Employee = Grade 4 Employee + at least TWO water AND sewer certifications
Grade 6 Employee = Grade 5 Employee + at least FOUR water AND sewer certifications

EXPERIENCE STEP EXAMPLE:

Experience may be attained through another employer with a similar job description. If the employee is hired, the supervisor will identify which grade & step the employee will be categorized at.

STEP	Experience Type	Base Wage	Step Increase
1	No Experience		
2	1 Year		
3	2 Year		
4	3 Year		
5	4 Year		

Steps are attained through experience. Advancement from one step to the next typically requires a waiting period with shorter periods for lower steps and longer periods for higher steps. (for example, it may take a year to advance from step 1 to step 2, but two years to advance from step 4 to step 5. In some cases, outstanding performance can lead to a (QSI) quality step increase which allows an employee to advance a step without waiting the usual time. A QSI may only be given in consultation with the supervisor and mayor making a recommendation and objective evidence to the Parma City Council.

Employees or applicants may be evaluated based on the GRADE / STEP placement scale and offered employment showing good cause by the hiring supervisor to the Mayor for concurrence by the Parma City Council:

- Mechanical experience
- Supervisory experience
- Inter-State CDL with specialized endorsements
- Out of State Licenses (pending approval in Idaho)
- Engineering License

TECHNOLOGY / SPECIALIZED EQUIPMENT / HAND TOOLS / VEHICLES USED:

Employees in this class will routinely and occasionally use and operate the following in a safe, efficient and effective manner at all times.

TECHNOLOGY: Desktop computer, Microsoft Office Suite, cell phone, handheld meter reader and sample collection devices.

SPECIALIZED EQUIPMENT: Chain / limb saws, excavators, trenchers, backhoes, earth moving equipment, boom trucks, skid steers, dirt broom trailer, other trailers, snow and ice removal equipment, concrete mixers, screens, filters, clarifiers, aeration equipment, ladders, pumps, mowers, grass trimmers and other landscape equipment, sludge treatment & remvoal equipment or other specific equipment.

HAND TOOLS: Shovels, rakes, picks, hammers, screwdrivers, wrenches, pliers, tape measurers, drills, various saws, clamps, chisels, utility knives, levels, marking tools, caulk guns, files and rasps, pincers, concrete floats, scrapers, tool belts, flashlights and assorted power (electrical, gas, battery) tools.

VEHICLES USED: Pickup trucks, ATV's, Boom Trucks, Dump Trucks (with and without plow).

HEAVY EQUIPMENT USED: Backhoes, Loaders, Front End Loaders, Graders, Sanders, Street Sweepers, Water Tank Trucks

SAFETY EQUIPMENT: Hard hats, safety glasses or eye and face shields, goggles, earplugs or ear muffs, work gloves, barrier gloves, respiratory equipment, eye wash stations, steel-toed boots, knee pads, high visibility clothing, chemical resistant suits, safety belts, fire extinguishers, first aid kits, barricades and warning signs, harnesses, confined space equipment, and material safety data sheets

PREFERRED / REQUIRED CERTIFICATIONS GENERAL WORKER (SUMMARY):

Employee(s) may be assigned to one specialty or department. If assigned, the employee has the time frame identified to attain certification, unless specified at time of hire or assignment in writing.

(M) indicates mandatory

(P) indicates preferred

(A) indicates allowed

(blank) indicates not necessary for department duties

Department → ↓ **License / Cert**	**Parks**	**Pool**	**Water**	**Sewer**	**Street**	**Airport**
CPR / 1st Aid – 6 months	**M**	**M**				
Pool Operator – 12 months	**M**	**M**				
Chemigation Applicator – 6 months	**P**	**P**				
Playground Inspection – 24 months	**P**	**P**				
Drinking Water Distribution C1 – 12 months	**A**	**A**				
Drinking Water Treatment C1 – 12 months	**A**	**A**				
Backflow Prevention Inspection	**A**	**P**				
WW Collection C1 – 12 months	**A**	**A**				
WW Treatment C1 – 12 months	**A**	**A**				
Certified Flagger	**P**	**P**				
Road Scholar	**P**	**P**				
Road Master	**P**	**P**				
CDL – B / Air	**P**	**P**				
Drinking Water Distribution C2	**A**	**A**				
Drinking Water Treatment C2	**A**	**A**				
WW Collection C2	**A**	**A**				
WW Treatment C2	**A**	**A**				

*Employees must maintain certifications and turn in documentation annually to continue in the grade assigned. Failure to continue certifications may be grounds for termination or reassignment of Grade level.

DEPARTMENTAL DUTIES:

The departmental duties listed below are illustrative only. Additional duties may be assigned or realigned with the needs of the City of Parma, efficiency, education and certification of the employee.

PARKS DEPARTMENT DUTIES:

- Assist in tree/shrub planting
- Assist in repair, installation and maintenance of equipment (sprinklers, mower, etc.)
- Assist in repair, installation, maintenance and inspection of all playground equipment .
- Assist in repair and maintenance of park restrooms
- Assist in repair and maintenance of the RV park / RV dump site
- Collect RV Funds and turn into City Hall
- Check daily all parks for maintenance and upkeep
- Keep a daily log of activities, maintenance items or upkeep
- Monitor for vandalism throughout the city
- Report any excessive weeds, junk, or other abatement issues to City Hall
- Check and dump garbage as necessary at all city owned facilities
- Raise / Lower US Flags when requested

RECREATION DEPARTMENT (CITY POOL) DUTIES:

- Must hold or work towards and maintain Pool Operators License from the State of Idaho
- CPR certification or willingness to obtain and maintain
- Assist in preparation and maintenance every April/May for upcoming summer months (may require painting of pool, etc)
- Assist in daily sampling, monitoring and adjustments of chemicals
- Assist in installation and/or repair of pool equipment, (diving boards, steps, etc.)
- Assist in pool winterization
- Assist in pool building maintenance
- Assist in weed control

SHOP MAINTENANCE DUTIES:

- Assist or maintain Public Works vehicle and other vehicles owned by the city, with the exception of Police Department Vehicles
- Assist or maintain heavy equipment (street sweeper, dump truck, backhoe, mower, etc.)
- Assist or maintain all City buildings/grounds — including the upkeep of City Shop, City Hall, Police Station and Park Restroom Facilities
- Assist or maintain upkeep of City owned tools, equipment, etc. stored at City Shop

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AIRPORT DEPARTMENT DUTIES:

- Mowing of airport grounds
- Spraying of weeds
- Maintain entry road and runway
- Plow snow / ice off of runway and entry roadway at appropriate intervals & priorities
- Maintain lights, flags and other city airport owned safety equipment

WASTEWATER (SEWER) DEPARTMENT DUTIES:

- Must hold or work towards and maintain Wastewater Treatment I Certification
- Must hold or work towards and maintain Wastewater Collections I Certification
- Must participate in continuing education units for certification
- Assist maintenance and repair at sewer ponds, which include Rapid Infiltration Beds, Aerators, Liquid Chlorine or Sodium Hypochlorite Injectors
- Assist repair and maintenance of sewer lines throughout
- Assist weed control efforts at Sewer Ponds and other locations
- Assist in sampling

WATER DEPARTMENT DUTIES:

- Must hold or work toward and maintain a Water Distribution Class 1 Certification
- Must hold or work toward and maintain a Water Distribution Class 2 Certification
- Must participate in continuing education units for certification
- Assist daily check and maintenance of: Water Tower; Ground Level Tank; Booster Pump Station & SCADA Computer System
- Assist daily check of City Wells / Chlorine / Aquamag Injections
- Record data daily for city wells and booster stations
- Assist in sampling
- Assist in repair and maintenance of water lines / hydrants throughout City
- Assist installation and/or removal of City water meters
- Assist installation of water services
- Assist flushing of water lines
- Read Water Meters
- Assist in locating, marking and exercising water valves
- Assist or maintain weed control at city wells, booster stations and other locations

STREETS DEPARTMENT: DUTIES:

- Assist in all patching, sealcoating of City streets
- Assist in crosswalk maintenance throughout City
- Assist other entities road departments as requested and assigned
- Assist in sweeping streets/grade alleys
- Assist in weed control of all City property
- Plow / remove snow / ice off of city streets, sidewalks at appropriate intervals & priorities
    - *(Arterials, Collectors, Streets, Public Parking Lots & Alleys)*

ADDITIONAL INFO:

CDL – B: Commercial Driver's License with Airbrakes endorsement (INSTATE ONLY) is the only one recognized or needed within the City of Parma or eligible for reimbursement for Grade / Step increases.